



**Townsend Community Engagement & Veterans  
Committee Meetings  
October 19<sup>th</sup>, 2022 @ 5:00 pm  
VIA Conference Call & Town Hall  
141 Main St, Townsend, DE 19734**

5:00 pm Community Engagement Committee Meeting

- I. Call to Order: 5:07 pm
- II. Opening Ceremonies
  - a. Roll Call: Councilwoman E. Clarke, Councilwoman S. Rojas, Town Manager A. Tantillo, Town Clerk M. Rivera, Police Chief R. Longo
  - b. Pledge of Allegiance: All present recited the Pledge of Allegiance
  - c. Recognition of Visitors: none
  - d. Announcements: none
- III. Citizens Comments & Participation: none
- IV. Adoption of Agenda.
  - a. CW Rojas adopted agenda and stated she wants to hold the meeting informally with respect to motions and voting.
- V. Discussion to finalize plan for Trunk or Treat and Pumpkin Patch
  - a. CW Rojas stated the setup time for the Town's Pumpkin Patch will be at 5:45 pm. TM Tantillo noted that GFL, the Town's municipal waste provider, will be dropping off a Halloween sign for the Pumpkins that they have donated for this event.
  - b. CW Rojas stated that the Town's Train will be set up next to CM Mertz's truck at the Townsend Elementary School Trunk or Treat. She explained that the Town will only need to show up and advise the staff present who they are, and the staff will know where to have the Town setup. TM Tantillo confirmed there is enough supplies and goodies for the event. Additionally, she will provide schoolbooks and the Townsend Train Station photo for the setup.
- VI. Discussion regarding Tunnels to Towers Event fundraising information and web page.
  - a. CW Rojas moved this discussion to the Veterans Committee Meeting.
- VII. Discussion regarding Veterans Day Event.
  - a. CW Rojas moved this discussion to the Veterans Committee Meeting.
- VIII. Discussion regarding an update on the Christmas Caroling and Tree Lighting Event.
  - a. CW Rojas confirmed the date for this event to be December 12<sup>th</sup>. TM Tantillo stated she is still awaiting confirmation from the Highschool Bands and will reach out to other schools for interest in participating in the Christmas Caroling. Chief Longo confirmed that the Townsend Police Department will be providing the screen for the lyrics to be presented and advised that it should be tied down. TM Tantillo suggested since the event is still two months away the Committee should not focus planning itinerary details due to COVID regulations and weather that may affect these plans.

Town Meetings will return to both an in person and a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at [www.townsend.delaware.gov](http://www.townsend.delaware.gov) or by joining the meeting via computer.



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- b. TM Tantillo stated that Santa needs a new suit since he has outgrown it. CW Rojas advised she will speak with her husband regarding this since he knows Santa very well.
- c. TM Tantillo stated she is looking to add ornaments to the Town's collection and noted this has been the Town's tradition to make the tree even brighter each year.
- d. Chief Longo recommended for the screen to be displayed behind where Santa will be sitting so the backdrop can be presented and when the Caroling begins the backdrop can change to lyrics so carolers can sing along. TM Tantillo advised logistics of the event can be looked at later. TM Tantillo stated there are still some gifts left from last year that can be given out this year. TM Tantillo advised more candy canes will be needed for this year.
- e. TM Tantillo stated she is waiting for approval to her request that was sent to Toys 4 Tots so that it may be announced at the event that the Town will be taking donations. CW Rojas advised she will provide the bins for this and when as event approaches, she can decorate the bins to look like gift boxes. TM Tantillo advised that Toys 4 Tots may already be providing bins, but this will be a great addition.

**IX. Adjourn**

- a. CW Rojas gave a brief update on the following upcoming events that will need to be discussed further at the upcoming meetings:
  - 1. CW Rojas stated she will be emailing Odessa High School and Appoquinimink School District with the Mural Contest design and instructions. She will also be bringing the physical copies to Middletown High School to see if they are interested in participating in this contest. CW Rojas stated she is looking to have all the entries by the December Council Meeting and advised that the Town will need to look into purchasing supplies for the mural.
  - 2. TM Tantillo stated the Town has partnered with the DVSA for the food drive and that the DVSA will be dropping of a bin and sign. Additionally, she stated that this should be posted next week but is waiting for DVSA to provide the dates and a list of needs. CW Rojas advised for the Townsend Sign in front of Townhall to be changed intermittently for the upcoming drives and events that will be occurring.
  - 3. TM Tantillo announced that the Town is also holding a drive for the Three Palms Zoo that will be running from 12/12 to 12/21. CW Rojas offered to assist with picking up and delivery of the bins.
  - 4. TM Tantillo explained the process of last year's Holiday Light Contest. TM Tantillo stated Mayor Lobdell and a few other Council Members volunteered to drive in December to gather photos or videos so they can be sent to all members of Council. TM Tantillo explained that Council will then provide feedback by the first Wednesday of January. CW Rojas stated for this year it would be best to have judging happen before Christmas so that winners can be announced on Christmas. TM Tantillo stated she will check the award amounts that were given for the winner last year and will update last year's flyer with this year's information.



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- b.** Meeting adjourned at 5:26 pm.
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5:30 pm Veterans Committee Meeting

- I.** Call to Order: 5:28 pm
- II.** Opening Ceremonies
  - a.** Roll Call: Councilwoman E. Clarke, Police Chief R. Longo, Town Clerk M. Rivera, Councilwoman S. Rojas, Town Manager A. Tantillo
  - b.** Pledge of Allegiance: CW Clarke recognized opening ceremonies were complete at the beginning of the Community Engagement meeting.
  - c.** Recognition of Visitors: none
  - d.** Announcements:
    1. TM Tantillo announced that the Town has partnered with the DVSA on the food drive.
- III.** Citizens Comments & Participation: none
- IV.** Adoption of Agenda.
  - a.** All agreed – agenda adopted.
- V.** Discussion regarding Town of Townsend Veterans Committee Events for Veterans Day.
  - a.** CW Rojas advised the Veterans Day Event must be downsized because she has been summoned to Federal Court and will not be able to plan or attend the event. CW Rojas stated the Cub scouts will be reading the Poppy Poem and will put flag out front in the yard. She also stated that Chief Longo may be leading the prayer before the moment of silence at 11:11 am. CW Rojas asked if CW Clarke wants to have someone speak at the event after the moment of silence and advised that Logan Ament will be presenting his War Memorial Project at the Event. CW Clarke advised she will reach out to the former Mayor Patrick Miller to see if he would like to speak at the event. Chief Longo suggested that there are department stores that sell service branch flags if the Committee is interested in adding these to display out front of Townhall. TM Tantillo stated Townsend Elementary School will be returning the coloring page handouts by 11/07 so the Townhall windows can be decorated. TM Tantillo confirmed that the flags will remain out front of Townhall until November 14<sup>th</sup>. CW Rojas confirmed she will be handing out coloring page printouts to her neighboring children and will send CW Clarke the PDF copies to print out. TM Tantillo advised the committee to reach out to her if they need the Town's assistance to print out the coloring pages. CW Clarke advised that she is able to read the prayer before the moment of silence if Chief Longo is unable to attend.
- VI.** Adjournment
  - a.** CW Rojas made a motion to adopt the agenda. CW Clarke seconded the motion.
  - b.** Meeting adjourned at 5:43 pm